THE HOLY EPISCOPAL SYNOD OF

THE ORTHODOX SYRIAN CHURCH OF THE EAST

CONSTITUTION & FUNCTIONS

Passed on 19-12-1967

and

Rules of Procedure of the Holy Episcopal Synod

and

Duties and Functions of the Standing Committee of the Synod

Passed on 10-2-1970

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THE HOLY EPISCOPAL SYNOD OF
THE ORTHODOX SYRIAN CHURCH OF THE EAST

I CONSTITUTION AND FUNCTION
(Passed on 19—12—1967)

Whereas it is expedient to consolidate and codify the practices that exist regarding the constitution and the functions of the Holy Synod of the Orthodox Syrian Church of the East it is provided and ordained as follows:-

1. Meaning of words:

in these provisions:

'Church' shall mean the Orthodox Syrian Church of the East under the jurisdiction of and administered under the Catholicate of the East.

'Catholicos' shall mean the Catholicos of the East presiding over and administering the above Church;

'Metropolitan' shall mean and include the Metropolitans and Episcopas of the above Church:

'Synod' shall mean the body constituted by the Metropolitans and Episcopas of the above Church, and

'President' shall mean and include, unless repugnant to the context the Catholicos, or any Metropolitan who presides over any meeting of the Synod as provided for here under.

2. The Composition of the Synod:

President: The Catholicos of the East sitting on the Throne of St. Thomas shall be the President of the Synod. He shall be the chief executive of the Synod and has right to preside at its meetings and declare its decisions and do anything needed or implement the same. When the Catholicos is unable to preside over any meeting of the Synod, for any reason

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whatsoever he shall depute a member to act on his behalf and he shall attend to the duties of the President. If no such is appointed or if for any reason he is not able to function at any meeting, the seniormost. Metropolitan member, or the senior-most of the Metropolitans present at the meeting shall attend to the duties of the President.

Members: The Metropolitans and Episcopas of the Orthodox Syrian Church of the East who hold themselves under the jurisdiction of the above Catholicate constitute the members of the Synod, irrespective of whether they administer any Diocese or not.

Secretary: There shall be a Secretary to the Synod who shall be one of the members of the Synod elected by themselves. The term of office of the Secretary shall be three years, on the expiry of which period a new election shall take place but till such new election takes place the existing Secretary shall continue to function.

Office Secretary: There shall be an Office Secretary appointed by the Catholicos in consultation with the Synod. The Office Secretary shall be in charge of the office of the Synod and shall control the establishment of the office and shall act under the general direction of the President and the control of the Secretary. The Office Secretary need not be a Bishop.

3. The Office of the Synod:

There shall be a permanent office for the Synod. The same shall be located at Kottayam, until otherwise decided upon by the Synod. The Office shall be under the general direction of the President and the control of the Secretary.

The President shall at all times be entitled to inspect the office and the papers and books of the same, and to call for any of them.

Establishment: The Catholicos shall in consultation with the Secretary, appoint all the officers and workers needed in the office.

4. The functions of the Synod shall be:

a) to direct and control the spiritual functions and activities of the Church as a whole:

b) to exercise disciplinary jurisdiction over Metropolitans

c) to appoint Metropolitans over Dioceses;

d) to construct or re-construct Dioceses of Bishops:

e) to approve or formulate plans for development of Dioceses or the Church in general;

f) to give directions to the Metropolitans regarding the administration of the Dioceses under them and to review their administration works or other works in the Dioceses.

g) to provide for spiritual, social, cultural and welfare services, such as Sunday Schools, Students Associations, Youth Associations, Womens Associations, Associations for the poor, sick, old or infirm and for medical and nursing units and to direct and control them;

h) to provide for secular educational institutions, and boardings and hostels for the same and direct and control them;

i) to conduct theological education and clerical training and also direct and control them;

j) to establish and recognise monasteries and direct and control them and those in existence and the services rendered by such institutions;

k) to hear complaints if any against Metropolitans or the Catholicos and pass orders on them as per provisions of the constitution of the church.

l) tohear appeals as per the constitution of the church from the decisions of Metropolitans;

m) to consider matters of Faith, Order and Discipline and make decisions about them;

n) to determine the payments to be made by individuals to churches and institutions for services made or to be done by parishes or other institutions of the Church to them as also those to be made by individuals, Churches and other institutions for the maintenance of the Catholicate and the Dioceses under it;

o) to publish books, periodicals and other publications for the use of the members of the Church or for the furtherance of the objects of the same or the functions of the Synod;

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p) to collect statistical details of the church and publish them :

q) to collect funds and acquire property for the Synod and administer the same for the use of the Synod and the various functions undertaken by the same ;

r) to accept donations, powers or trusts for the furtherance of the purposes of the Synod and to manage them ;

s) to undertake and execute any special work in the area of any Diocese ;

t) to direct on-the-spot inspections in Dioceses enquiries by Committees ;

u) to allot central funds for Dioceses in need of the same ;

v) to draw up budgets and approve accounts of the Synod ;

w) to do all matters and things which are entrusted with the Synod by the 'Bharana Ghatana' of the Orthodox Syrian Church passed by the Synod on the 29th of March 1954 or any amendments thereof, and those which the Synod is entitled or obliged to perform by the Canons of the Church as entered in the book of Canons by Bar Haebreus published in 1898 from Paris ;

x) to perform any other functions in addition to the above if the Synod decides so to do ;

y) to appoint officers and servants charged with the performance of any duty connected with any of the functions of the Synod ;

z) to empower the President or any other person with any power that in the opinion of the Synod is needed to the more efficient administration of the Church ;

aa) to do all matters and things that would be beneficial or conducive to the performance of the above functions or any of them ;

ab) to ratify (approve) or veto the decisions of the Managing Committee and Association.

5. Rights of Individual Members

Subject to rules to be prescribed, the individual members of the Synod shall be entitled :-

a) to bring to the notice of the President or Secretary any matter relating to any part of the Church or any Diocese which in his opinion merits their attention or that of the Synod ;

b) to call for any papers or information on any matter within the jurisdiction or functions of the Synod ;

c) to move resolution or any matter within the functions of the Synod ;

6. The Secretary.

Subject to the rules that may be imposed, the Secretary shall be under the direction of the President in all matters and shall attend to ;

a) the proper keeping of the minutes of the Synod and the books and accounts of the same ;

b) the preparation of the budgets and the balance sheets and the annual reports to be placed before the Synod;

c) the placing of matters before the president or the Synod which are to be placed before them;

d) the issuing of notices for the meetings of the Synod and the preparation of the agenda for the same;

e) the issuing of publications which are to be issued from the office of the Synod:

f) the correspondence on matters connected with the office in its day to day duties;

g) the performance of other duties from time to time entrusted to him by the Synod.

He may entrust the Office Secretary with such of the above matters as may in his discretion be entrusted to him, provided nevertheless, that he shall continue to be responsible for the due performance of the same.

h) The Secretary shall have the power to fine, suspend, dismiss, or otherwise punish the office staff subject to their right of appeal to the Catholicos.

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7. **The Office Secretary.**

The Office Secretary shall attend to the due performance of the functions of the office and to the control of the staff and workers and the distribution of duties to them.

8. **Meetings of the Synod.**

†8. There shall at least be two general meetings of the Synod, the first in the month of February prior to the festival of Geevarghese Mar Dyonysius, Metropolitan, starting with a Retreat and lasting for a week and the second in the month of July for three week days soon after the festival of St. Thomas on 3rd July.

*8A. After the appointment of the Standing Committee as provided for herein below and in the absence of the President, a majority of the members of the standing committee other than the President may call for a meeting of the Synod.

†9. In the general meeting in the month of February the Budget for the next year with the financial proposals for the same shall be presented and in the month of July the accounts of the previous year and a report of the working of the same shall be presented.

10. The meeting shall be held at such times and places as decided upon by the President and he shall issue notices for the same to the members a month earlier to the meetings. The notices shall state, besides the time and place of the meetings, the subjects for consideration. If any urgent matter of immediate importance arises between the date of the notice and the date of meeting the President may permit the consideration or decision on such matter also at the meeting notified. The decisions so taken should be made subject for consideration and final decision at the next meeting of the Synod.

‡10A. Additional special meetings of the Synod at shorter notice may be convened if the President so decides or if

*As amended at the meeting of the Synod on 10—2—1970
†As amended at the meeting of the Synod on 21.24—8—1978
‡As amended on 11—9—1973.

two of the members so desire in writing to consider any matter that is viewed urgent by them. Notices for these shall be issued ten days earlier to the meetings and served by messenger or otherwise also in addition to the usual postal service. At such meetings, no matter other than that mentioned in the notice or those incidental to the same shall be considered.

11. Any member who is not able to attend any meeting for any personal reason has the right to inform the Synod in writing before the meeting his opinion about the subjects stated in the notice.

12. The President or any person entitled to function as President as mentioned above shall preside at the meetings of the Synod and has right to decide all points of order or of procedure as they arise at the meeting. The members are bound to accept such decision and no discussion on the same shall be permitted.

13. If any member present at any meeting had expressed at the meeting differing views on any matter decided at the meeting, the same may be recorded in the minutes if the member so insists.

14. **Distribution of work among Synod members and appointment of standing or Special Committees:**

The Synod may allot to its members or any of them charge of looking to the study of or attendance to any or some of the functions of the Synod, or may appoint, **standing or Special Committees** charged with attending to or discharging any of its duties or perfoming any of its functions or for reporting or advising on any matter.

These Committees may be one-man-committees; and if required, multimember ones. These committees may be given the power to invite persons outside the Synod, to work on the Committees as advisers.

The allotments or appointments so made shall be revised at the end of every three years at the latest.

Properties and Funds of the Synod

15. The Synod shall make appropriate arrangements for the proper preservation and management of its properties and

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funds. All its assets in money shall be kept in such bank or banks as the Synod shall decide upon and in the name of such persons similarly chosen.

16. Expenditure from the funds of the Synod shall be according to budgets approved by the Synod. Supplementary budgets shall be made and got approved, for meeting any special and unforeseen expenses.

*16 A. The Synod may sue or be sued in the name of the Office Secretary.

17. **Resolutions by Circulation**

On any matter, which in the opinion of the Secretary and the president does not require detailed discussion, a resolution may be circulated to all the members with an explanatory statement which if approved by a majority shall be considered as valid and effectual as if it had been passed at a meeting, but this resolution shall be placed in the next meeting for ratification.

18. **Alterations and Additions:**

These provisions may be altered amended or added to by a majority of two-thirds of the members of the Synod and such alteration or additions shall be passed after an interval of six months after giving due notice of proposals for the same.

19. **Resolution of difficulties**

Where any doubt or difficulty arise as to the meaning or interpretation of the above provisions a decision by the Synod on such matters shall be accepted and considered conclusive.

20. **Power to Make Rules**

The President may make rules and promulgate them:

1) to carry out the intents and purposes of the provision and
2) to regulate the conduct of and to maintain order in the meetings of the Synod.

21. The Synod is the Supreme Authority in the Church and its decisions shall be respected and obeyed as final by all the Prelates, Priests and Institutions in the Church.

* As amended at the meeting of the Synod on 10-2-1970

II RULES OF PROCEDURE OF THE HOLY EPISCOPAL SYNOD

Promulgation: His Holiness Moran Mar Baselius Augen I Catholicos of the East and President of the Holy Episcopal Synod of the Orthodox Syrian Church of the East deeming it expedient to have codified rules for regulating the business of the Synod Meeting and implimentation of the Constitution of the Synod as codified on 19-12-1967, after consultation with the Synod is pleased to promulgate the following rules of procedure and conduct of meetings of the Holy Syond with effect from 10-2-1970.

PART I

CHAPTER 1

GENERAL

1. **Title**: These rules shall be called the rules of procedure for meetings of the Holy Episcopal Synod of the Orthodox Syrian Church of the East and implimentation of its constitution and functions.

2. **Definitions:** a) 'Bharana Ghatana' shall mean the Malankara Orthodox Syrian Church Bharana Ghatana now in use and amendments to the same subsequently made.

   b) "Managing Committee" shall mean the Malankara Syrian Christian Association Managing Committee.

   c) "Constitution" shall mean the codified constitution and functions of the Holy Episcopal Synod of Orthodox Syrian Church of the East passed on 19-12-1967 and any amendments to the same subsequently made.

   d) The terms "Synod", "President" and "Secretary" have the same meaning as in the constitution.

3. These rules are additional and subordinate to the procedural provisions contained in the constitution itself.

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4. **Roll of Members:** There shall be a roll of members: and the members present at any meeting shall sign the same. Those members who happen to be absent at any meeting shall write to the President explaining the same, short reference of which shall be made in the roll itself. A separate file shall be kept of such letters.

5. **Chamber for Meetings:** A separate chamber shall be kept dedicated for the meetings. It shall have arrangements for comfortable seatings of the members and conveniences for writing and keeping their files.

6. Persons other than members shall not be admitted to the chamber when the Synod is in session, except as provided for by these rules or when their presence is called for in pursuance of the provisions of the constitution or of the Bharana Ghatana which directly or by implication necessitates the presence of such persons and then only to the extent of such need.

7. Any member desiring the presence of others for personal attendance due to old age or other infirmity or illness may do so with the consent of other members. Such attendants permitted to be present shall do so only to attend to the personal needs of the member concerned and shall also take an oath of secrecy at the beginning of each sitting he attends, before actual deliberations at the same.

8. **Preparation for meetings:** Each session of the Synod shall ordinarily be preceded by a period of spiritual preparation as arranged by the President.

9. **Sittings:** Sittings for each day shall be in parts, the first being from 10 A. M. to 12 Noon and the second from 2 P. M. to 4 P. M. Night sitting may be held if the President so desires.

10. **Ordinary and special meetings:** The two obligatory meetings specified in section 8 of the constitution shall be called **Ordinary** meetings and any additional meetings convened shall be called **special** meeting.

Special meetings may be convened by the President suo moto or if so desired by two of the members. No

business other than those for which special meetings are convened or those brought forward at such meetings by the President under section 10 of the constitution or otherwise shall be considered at special meetings.

11. **Adjournment of Meetings:** Any meeting for which notice has been given shall not ordinarily be adjourned, but the President may do so to a date not later than a fortnight, after giving notice of the same not less than seven days before the date originally fixed, when he considers such adjournment is needed for unavoidable reasons.

12. Any meeting in session may with the consent of the meeting be adjourned to a future date, but notification of the same shall be issued by the Secretary to the members not present at meeting.

13. At a meeting adjourned as provided in the Rule 12 no business shall be transacted other than those that remain unfinished at the meeting from which the adjournment took place.

14. **Quorum:** Three-fifth of the total number of members shall be quorum for the meetings. If a quorum is not present at the opening of the meeting it shall not be held and if at any time during the meeting a quorum is not present the meeting shall be postponed. A meeting not held or postponed for lack of quorum shall be held a fortnight hence intimation of which shall also be given by the Secretary to those absent at the meeting. At such meeting those present shall form a quorum.

15. **Agenda for Meetings:** In addition to the provisions of section 10 of the constitution, the Secretary shall issue to the members so as to reach them at least 7 days before the meeting an agenda paper showing the business to be brought forward before the meeting in fair detail.

CHAPTER II

MEETINGS

16. **Order of business:** The business to be transacted at a meeting of the Synod shall be in the following order so

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far as they arise for consideration at the meeting and the agenda for a meeting shall be prepared accordingly.

(a) Address by the President generally on the main matters in the agenda.

(b) Approval of the minutes of the last meeting;

(c) Report of implementation of the decisions of the last meeting;

(d) Replies to or report regarding information or papers sought by the members;

(e) Consideration of the decisions of the Managing Committee which require consideration by the Synod:

(f) Discussions or decisions on matters of immediate importance so put forward by the President;

(g) Other matters which are included in the notice convening the meeting;

(h) Matters other than the above if any which are accepted for consideration at the meeting.

17. **Change of order of business:** The President may at any time 'Suo moto' or at the request of any member agreed to by the Synod change the order of business as entered in the agenda.

18. Matters out-standing, if any, at the end of a session shall lapse unless specifically included in the agenda of the next meeting.

19. **Enquiries for information:** Information sought at meetings by the members shall be by questions addressed to the President.

20. No question shall be admitted for answer unless it complies with the following conditions.

(a) It shall relate strictly to matters within the direct concern of the Synod;

(b) It shall not bring in any name or statement not strictly necessary to make the question intelligible;

(c) It shall not contain arguments, inferences, imputations or defamatory matters;

(d) It shall not reflect on the character or conduct of any person;

(e) It shall not ask for any expression of opinion or answer to hypothetical questions;

(f) It shall relate to a single matter and shall not be of excessive length;

(g) It shall be so framed as to be merely request for information;

(h) It shall not relate to any matters which is under consideration of any committee or which are sub-judice.

(i) It shall relate to matters within the knowledge of the President or could be gathered from the Secretary or other members directly;

(j) It shall not repeat in substance questions already answered or for which answers have been refused.

21. Inquiries for information shall be by notice enclosing the question, forwarded to the Secretary so as to reach him not less than ten days before the meeting.

22. The Secretary shall submit the notice to the President who shall decide as to the admissibility of the question raised.

23. The President shall disallow any question or part of a question which in his opinion:

a) Cannot be answered consistently with the interest of the Church or is of a confidential nature;

b) Involves preparation of elaborate statements of statistics, or would involve excessive consumption of time, expense or labour.

24. The question and answer to the same in writing shall be laid on the table or circulated to the members if reading out the same in the meeting is not specifically desired. In the latter case the answer shall be read out in the meeting by the Secretary or other person charged with it and the member raising the question shall be entitled forthwith to ask supplementary oral questions for further elucidation of the reply, which question shall conform to the above

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rules regarding admissibility of questions. The member answering may not give answer to the further question if it cannot be given at once from memory.

25. Any discussion shall not be raised on any account on a question or answer.

CALLING FOR PAPERS OR DOCUMENTS

26. Any member desiring to call for any paper or document in the custody or control of the office of the Synod shall do so by notice to the Secretary.

27. If it is available in such custody or control, the Secretary shall forthwith arrange for the inspection of the same at the office by the member or other person appointed by him during office hours and intimate the member of such arrangement.

CALLING ATTENTION NOTICE

28. Any member desiring to bring to the notice of the President or Secretary any matter which in his opinion merits their attention or that of the Synod shall do so by written notice to them.

29. In cases where the matter raised requires consideration by the Synod, the same shall be placed before the Synod as soon as is convenient and the member informed accordingly. In other cases reply shall be sent to the member concerned stating the action taken or intended to be taken or why such action is not taken.

DISCUSSION

30. The President may 'Suo moto' or at the instance of any member raise or permit discussion in the Synod, when in session, of any matter of importance to the Church.

31. Any member desiring to raise discussion shall give notice of the same so as to reach the Secretary at least ten days before the date fixed for the meeting. The notice shall be accompanied by an explanatory note setting forth reason for raising the discussion.

32. The President shall not permit such discussion unless he considers the matter urgent and is of sufficient importance to the Church.

33. Besides the above, discussion of any matter of Immediate importance arising within ten days before the meeting may be permitted by the President in his discretion.

34. There shall be no formal motion of any resolution nor any voting on matters raised or permitted for discussion.

RESOLUTIONS

35. Resolutions may be official or non - official. Official resolutions are those set forward by or on behalf of the President. Mention of these shall be made in the notice convening the meeting or in the agenda circulated later. They may be also brought forward as urgent matters as contemplated in Section 10 of the Constitution. Non-official resolutions are those brought forward by any other member of the Synod.

36. The official resolutions shall be moved by the President or Secretary or other member charged in any way under Section 14 of the Constitution with matters relevant to the same.

37. Any member desiring to move a non-official resolution at an ordinary meeting of the Synod shall do so subject to the following rules:—

a) Notice of resolution attaching copy of the same shall be forwarded to the Secretary by the member not less than ten clear days before the meeting;

b) It shall refer substantially to one definite matter or issue .

c) It shall refer only to matters strictly within the concern of the Synod ;

d) It shall not be in-consistent with the provisions of the Bharana Ghatana or the Constitution, and shall not interfere with the provisions of the same ;

e) It shall be clearly and precisely worded and shall be free from arguments; inferences, ironical expressions or defamatory statements ;

f) It shall refer to a matter not raised and decided by the Synod during the twelve months preceding the date of the meeting at which it is to be moved.

38. The Secretary shall place the resolutions before the President and those resolutions which have his approval shall

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be placed in the agenda. It shall also be competent for the President to disallow any resolution after it is placed on the agenda, if he later feels that it is against the interest of the Church to discuss the same at the meeting.

39. During deliberations for decision on matters mentioned in the agenda the members attending have the right to speak on the subject or propose resolutions on the same, as also make amendments or alternate resolutions as part of the deliberations without earlier notice of the same. It is provided that the above provision shall not be interpreted to control the special provision made below in dealing with consideration and decision on matters of schemes and rules.

SCHEMES AND RULES

40. Resolutions introducing schemes or laws shall be introduced as legislative bills setting forth the provisions of the same, with an introductory statement of objects and reasons and as to how far it introduces any change or alters any existing rule, custom or any practice.

41. Such bills may be introduced on behalf of the President or by any member, which latter shall be called private bills.

42. These bills shall relate to;

a) Matters within the competence of the Synod;

b) Its provision shall not be inconsistent with the provisions of the Bharana Ghatana and shall not interfere with the Constitution except when it is intended to alter the same in any manner;

c) It shall not seek to change any decision of the Synod during the twelve months immediately preceding the date of the introduction of the bill.

43. The bill shall be distributed among the members in such time that before taking them up for consideration at meetings there shall be a period of three weeks for study of its contents.

44. The bill shall be considered introduced when after notice and other priliminaries, motion is made in the Synod for consideration of the same.

45. The introduction shall be followed by a general discussion of the purpose and the provisions of the bill.

46. If the Synod so decides the bill shall be placed in the charge of a committee of one or more persons to report on the same and propose any alteration that the committee may consider proper, unless the Synod finds such procedure unnecessary and that the Synod may proceed to the further consideration of the same without committee procedure.

47. If the Synod decides to proceed without appointment of a committee, a day shall be fixed for consideration of the bill in detail and passing of the same with or without alteration. If the bill is sent to a committee such date shall be fixed after the report of the committee.

48. A committee to which a bill is committed shall make its report on the same to the President, with copies forwarded to the other members of the Synod by the Secretary.

49. If the bill is not committed to a committee it shall be pioleted by the Secretary in its consideration by the Synod or the member introducing the same. A bill committed to a committee shall be so piloted thereafter by the committee or any member of the same. Except for his matter, the Secretary shall be in overall charge of the bill at all stages.

50. Any member desiring to propose amendments to any provision in a bill shall give notice of the proposed amendments in writing to the Secretary so as to reach him ten days before the meeting at which it is posted for **consideration** in detail. The Secretary shall include the proposed amendments in the agenda paper for the concerned meeting.

51. No amendment shall be admissible if:—

a) It is not within the scope of the bill or relevant to the subject matter of the clause to which it relates;

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b) It would make un-intelligible the clause to which it relates;

c) If it is without notice of amendments of other provisions of the bill, when such further amendments are also needed to make the first one intelligible;

d) If it will make the scope and purpose of the bill ineffective or if it interferes with the provisions of the Bharana Ghatana or the Constitution.

52. Amendments for which notice are given shall as far as possible be grouped together in the agenda in the order of the clauses of the bill.

53. Amendments shall ordinarily be considered with the relative clauses of the bill.

54. Amendments may be withdrawn before it is moved, but after it is moved it shall not be withdrawn without approval of the Synod.

55. An amendment to which notice is given may be moved by another member, if the member giving notice is absent.

56. During consideration of amendments those introduced may be suitably amended without further notice, so as to make it acceptable to the Synod.

57. When a bill is considered in detail it shall ordinarily be considered clause by clause along with the relative amendments proposed. But the President may direct the consideration of parts of the bill separately.

58. On termination of the consideration of the clauses of the bill it shall be decided whether any additional clauses are necessary and added if needed and the bill shall thereafter be passed as a whole.

59. When the bill is finally passed the President shall have power to correct patent errors and make such changes in it as are merely technical or grammatical or consequent

on amendments adopted in the Synod and to number the clauses and added headings, parts or chapters and to publish the same.

60. A bill may be dropped at any stage of his consideration if the Synod decides to drop the proposal contained in it.

FINANCIAL MATTERS

61. **Budget:** At the ordinary meeting held in January the Budget for the year shall be presented by the Secretary as a tabulated statement of the estimated receipts and expenditure for the year under various heads of the same.

62. Copies of the statement shall be forwarded to the members along with the agenda for the meeting.

63. If any member or other person is in charge of the finance and accounts of the Synod, the presentation in the meeting may be made by him.

64. The presentation of the budget shall be followed by a general discussion of the same without voting. Thereafter the person presenting the same shall make such alteration in the same as he considers called for and the budget with such alterations in the same as is made or without alterations if none is called for shall be considered by the Synod and adopted.

65. **Accounts:** The actual income and expenditure account every year together with a Balance Sheet and an Annual Report about the working of the Synod for the concerned year shall be presented by the secretary to the ordinary meeting of the Synod to be held in July.

66. Copies of the above shall be forwarded to the members along with the agenda for the meeting.

67. The presentation of the income and expenditure account, the Balance Sheet and the Annual Report shall be followed by discussion and adoption of these. If the Synod considers further study of the same is needed, such study shall be made by a committee appointed for the purpose. The

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report of such committee shall be discussed in the Synod and shall be appended to the Accounts and Reports with a short endorsement of the decisions arrived at, if any, in the discussion.

MISCELLANEOUS PROVISIONS

68. The President may address the Synod at any time on the matter under consideration in the Synod to aid members in their deliberations.

69. The President may at any time, after taking the sense of the meeting, fix the time to be taken for discussion or consideration of any matter before the Synod or the time allowable for the speakers or restrict the number of times a member may speak.

70. If the matter before the Synod is in the charge of a person he shall be given the right to replay after which no member may speak.

71. The Secretary shall prepare or cause to be prepared a record of the proceedings of the meeting, which shall be got initialled by the President at the end of the each day's meeting.

72. The President shall have power in his discretion to expunge any portion of the same which is not considered needed.

73. The Secretary shall as directed by the President prepare the minutes of the meeting and circulate copies of the same to the members of the Synod in ten days of the meeting.

74. The following registers shall be kept of the Synod meetings;

—Register of members
—Register of notices issued to the members
—Register of resolutions brought
—Register of of Schemes and Rules brought
—Register of resolutions passed.

75. All matters not specifically provided for in these rules and all questions relating to the working of these rules and or conduct of meetings shall be regulated in such manner as the President may from time to time direct.

III THE DUTIES AND FUNCTIONS OF THE STANDING COMMITTEE OF THE HOLY EPISCOPAL SYNOD

1. The term 'Constitution' as used herein refers to the codified Constitution and Functions of the Holy Episcopal Synod of the Orthodox Syrian Church of the East as provided and ordained on 19—12—1967.

2. The designations and words used below have the same meaning as are given to them in the said Constitution unless otherwise indicated directly or by necessary implication.

3. The Standing Committee of the Synod shall be its working and advisory committee in all matters which are within the purview of the Synod.

4. It shall act subjects to the direction and control of the Synod in General Meeting and the provisions of the Constitution as it exists at present and any subsequent alteration or addition to the same.

5. Subject to the above, it shall have all the powers necessary or useful for implementing the duties and function of the Synod so far as are assigned to them hereby or subsequently or may pertain to them as the executive and advisory committee of the Synod.

6. It shall be within its province to function also as an advisory committee to H. H. the Catholicos at times when need arises or when the same is called for.

7. Without prejudice to the general powers and duties stated above, it shall have the following particular powers and obligations:-

a) To administer the movable and immovable properties of the Synod;

b) To control, maintain and develop the institutions and undertakings functionning under the Synod;

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c) To establish or contribute to any institution or undertaking which shall have the object of or is directly of indirectly conducive to the furtherance of the objects of the Synod.

d) To call for reports and issue instructions regarding the same.

e) To construct upon any premises belonging to or acquired for the Synod any building or structure or add to, alter or pull down any in existence;

f) To develop, let, lease, charge, dispose of or otherwise deal with any property of the Synod;

g) To collect information;

h) To prepare statistics;

i) To formulate any plan for development;

j) To collect all income and moneys due to the Synod;

k) To appoint or remove managers, treasurers, accountants, agents, servants, advisors, auditors or investigators other than those referred to in article 2 and 3 of the constitution or any provisions in existence regarding any Institution, as they consider fit and assign duties to them;

l) To pay the expenses needed for the management and to meet all needed outgoings;

m) To accept donations;

n) To raise money by subscriptions or otherwise in such manner and at such times as they think fit;

o) To take loans, issue debentures, pronotes, bills or other instruments as they consider proper;

p) To open and operate bank accounts in the name of or on behalf of the Synod and to overdraw on such accounts within such limits as decided upon by them;

q) To invest moneys that are not immediately needed in such manner as they think fit;

r) To keep books of account and registers and keep them up to date;

s) To provide for division or consolidation of Management of properties, institutions, undertaking and assets and for books of account and registers for such;

t) To issue directions regarding any work or undertaking under them or to which they contribute, and to provide for their efficient management.

u) To consider the deliberations and decisions of the Managing Committee of the Malankara Syrian Christian Association and to act on behalf of the Synod in accepting them;

v) To consider estimates and statements of accounts and annual reports prior to their being placed before the Synod;

w) To consider the resolutions or the legislative measures to be placed before the Synod; and

x) To make rules and bye laws as they consider proper for implementation of these provisions.

8. Notwithstanding the powers above said, the Committee may in their discretion at any time refer any matter included therein to the decision of the Synod.

9. The Office of the Synod shall function also as the office of the Standing Committee.

10. The meetings of the cammittee shall be held at the office of the Synod.

11. The committee shall meet at regular periods of not more than two months, on days fixed in advance and in addition at such times as the President decides or on the requisition of a majority of members other than the President, in which case not less than two weeks' notice should be given.

12. The President shall preside at the meeting of the Committee and in his absence the senior member.

13. The minutes of the meetings shall be signed by all the members' present at the meeting.

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14. The business of the Committee may be divided into sections and each member may be charged with responsibility for some of them.

15. If any committee appointed under article 14 of the Constitution is functioning at the time of any meeting, such committee or representatives of the same shall also be invited when dealing with questions relating to the same.

16. When the Committee discusses any matter involving any technical or legal matter any person or persons having particular knowledge in such matters may also be invited.

17. These provisions may be altered or added to by the Committee and brought into force with the approval of the Synod.

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